

SECTION 5: Record Keeping**NOP Rule 205.103**

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?**Incoming:**

- ☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
- ☐ quality test results ☐ Certificates of Analysis ☐ Transaction Certificates
- ☐ copies of Certificates of Organic Operation ☐ verification of non-GMO ingredients
- ☐ verification of ingredients produced not using sewage sludge
- ☐ verification of ingredients produced/handled without ionizing radiation
- ☐ documentation that organic ingredients are not commercially available, when using non-organic ingredients in products labeled as "100% organic" and/or "organic"
- ☐ receiving records ☐ receiving summary log (12 mos.) ☐ other (specify)

In-Process:

- ☐ ingredient inspection forms ☐ blending reports ☐ production reports ☐ equipment clean-out logs
- ☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
- ☐ other (specify)

Storage:

- ☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify)

SECTION 5: Record Keeping (continued)**Outgoing:**

- ☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
- ☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
- ☐ Transaction Certificates ☐ copies of Certificates of Organic Operation ☐ shipping summary log
- ☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system.

Can your record keeping system track the finished product back to all ingredients?

☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out?

☐ Yes ☐ No

How long do you keep your records?